

Section 1 - Introduction

	Page
Overview	1-1
1.1 Introduction	1-2
Purpose	1-2
Technical	1-2
1.2 How To Use This Manual	1-3
1.3 Signing On And Off	1-4
Sign On to TMS	1-5
Sign Off of TMS	1-5
Helpful Hints	1-5
1.4 Basic Screen Format	1-6
1.5 Function Keys	1-7
Basic Keys Available	1-7
1.6 Basic Functional Areas	1-10
1.7 Travel Management System Main Menu	1-13
Navigate to the Desired Functional Area Submenu	1-14
Exit TMS	1-14

This page left blank intentionally.

1 INTRODUCTION

Overview:

This section contains general introductory material about the Travel Management System, including its most basic technical requirements, its functional areas, and how to gain access to the system.

- ▲ Introduction to the Travel Management System - purpose of the system and basic technical requirements
- ▲ How to use this manual
- ▲ Main menu and descriptions of basic functional areas
- ▲ Signing on and off
- ▲ Basic screen format
- ▲ Function keys

1.1 Introduction

Purpose The Travel Management System has been designed specifically for Louisiana State Agencies, to provide automated processing to support the following:

- Travel advances
- Travel expense reports
- Petty cash vouchers
- Payroll payables
- Special checks written on the imprest account used for travel and petty cash
- Manual checks written on the imprest account
- Deposit transactions to the imprest account

Technical The system is designed to operate on either a standalone PC or a local area network (LAN). It is programmed in MicroFocus Cobol and requires a PC with a hard disk drive and 2 MB of memory. The system will operate with either monochrome or color monitors, and can be used with laser or dot matrix printers.

Access to the Travel Management System must be set up on each individual workstation and a Login ID assigned to each user to gain access to the system. (Check with your agency technical staff for setup.)

1.2 How to Use This Manual

This manual is divided into sections which correspond to the different functional areas and processes in the Travel Management System. (A brief description of each of the basic areas is found in Section 1.6 - Basic Functional Areas.)

Each functional area section will include its own table of contents, and be further divided into separate subsections for each process (screen or report) covered. For your convenience, the master table of contents at the beginning of this manual will list these subsections as well as the major functional areas.

Within each of these subsections relating to a basic process will be found the following in the sequence listed:

- image of the screen used for the process, if applicable
- statement of purpose
- listing of the fields contained and the applicable edits
- suggested procedure for using the process
- helpful hints, if appropriate

1.3 Signing On and Off

The Travel Management System uses security codes assigned to the individual via the Login ID and password to restrict access to the system and system functions. ***For instructions on establishing a new Login ID and information on permissions see Section 3 - Reference and Set Up Processing.***

Login Password Screen

Login Id: _____

Password: _____

F10=DOS Enter=Send

Purpose This screen is used to enter your login ID and password for security purposes. If the correct information is entered and you pass the security requirements, the TMS main menu will be displayed. If you did not pass the security requirements, the system will NOT allow your entry into TMS and will display a security violation error message.

Cross Reference Function Keys - Section 1.5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Login ID	10	Unprotected. Required. This is an identification name assigned to a user to access the system.
Password	10	Unprotected. Required. This is a unique code assigned to the user to secure their individual permissions in the system.

How To:**➔ *Sign On to TMS***

From your PC Desktop, double click on the Travel Management System icon or select the system executable file from your application list. (Consult your agency technical representative for questions about this setup in your specific environment.)

1. Enter ***Login ID***, press tab if not in password field.
2. Enter ***Password*** and press ***Enter***.
3. Verify at TMS Main Menu - Login Id displayed in upper left hand corner of screen, agency name in center of screen, and current date displayed in upper right hand corner of screen.

➔ *Sign Off of TMS*

From any screen in TMS, press the ***Escape*** key repeatedly until you return to the ***Travel Management System*** (main menu) screen.

1. Press ***F10 - Return to DOS*** to exit TMS from either of the above screens.

Helpful Hints

- ✓ If you change your mind about logging on or forget your password, you may press F10 to exit the "Login Password Screen" without entering your login ID and password.
- ✓ If you do not remember your login ID or password, the user with MASTER access can look it up on the system for you.

1.4 Basic Screen Format

An example of a typical screen follows:

1	Login ID	Agency Name	Monday __/__/__
2	Screen Name		
3	Text and Data Area		
22			
23			
24			
-----MESSAGE DISPLAY AREA-----			

Line (1) - Displays the login ID currently signed on, the name of the system (usually the name of the department using TMS) and the current date.

Line (2) - Displays the title of the screen.

Lines (3) - The area where the screen text and data are displayed and data to be stored in through (22) TMS is entered.

Line (23) - Displays text relating to the function keys which are active on that particular screen and the action which will be taken when the function key is depressed.

Line (24) - Displays system messages. This includes informational, as well as, error and warning messages.

Tip: System messages are always displayed as highlighted text for readability and emphasis. If the action is acceptable, but unusual, an appropriate warning message will be displayed.

Note: *TMS error messages will always display at the bottom of your TMS screen (line 24). If a message box or "pop up" appears on your screen, it may be a message from your local network or operating system.*

1.5 Function Keys

The **FUNCTION KEYS** on your PC keyboard control much of the processing of the Travel Management System. You must understand how to use these keys, in order to accomplish the desired objective.

Function key information displayed on line (23) of each screen is most important because it lists the active keys which control the processes that can take place on that screen. A typical line (23) display is as follows:

Escape=Return F2=Clear F3=Read F4=Read-Next F5=Add F6=Change F7=Delete F10=Read-Prev

Available Keys:

ENTER Acts as a "return" key or line-by-line tab key on many screens.

Tip: On *menu* screens with several different options, enter the screen number you wish to access and press **ENTER**.

ESCAPE **Return** to the previous screen.

F2 **Clear** data from the display/entry portion of the screen.

Tip: This is useful when you are entering several screens of the same data and you wish to clear the prior data before entering more.

F3 **Read** (retrieves and displays the requested data).

Tip: When you wish to display a record(s), you must enter the identifying codes, usually the first data line of the screen, and press the "F3" function key. The record corresponding to the codes entered will be displayed.

Note: If you wish to change data on a record or delete a record you must "READ" the record first (Function key "F3"). This assures that you are changing or deleting the information you wish to change or delete.

Available Keys:

F4 **Read-Next** (retrieves and displays the next record or group of records in the applicable sequence).

Tip: If you wish to view records in a sequential order you can press the "F4" function key after "READING" the first record. This will cause the next record to be displayed.

F5 **Add.**

Tip: If you are adding a record to the system, you would complete all data fields on the screen and press the "F5" function key. This will cause the information entered to be added to the database files, if entered correctly.

F6 **Change.**

Tip: If you wish to change the information on a record you would first "READ" the record by entering the identifying code information and pressing the "F3" (READ) key. You would then change any of the fields desired and press the "F6" (CHANGE) key. The contents of the fields on the screen would replace the previous information in the record on the database.

Note: *You cannot change any part of the identifying code information on a record (the record key).* If it is incorrect, you must first "READ" (F3) the record, then "DELETE" (F7) the record in question, and then re-add the record with the proper identifying codes.

F7 **Delete.**

Tip: If you wish to delete a record from the database you must first "READ" the record by entering the identifying codes and pressing the "F3" function key. After you have verified that the record displayed is indeed the record you wish to delete, press the "F7" function key. The program then will ask "Delete Record Y/N" to give you a second chance to review what you are about to do. If you wish the record displayed to be deleted, press "Y".

Available Keys:

F10 **Read-Prev** (retrieves and displays the prior record or group of records in the applicable sequence).

Tip: If you wish to view records in a reverse sequence, press the "F10" function key after first "READING" a record. This will cause the previous record to be displayed.

TAB **Move forward** (right and down the screen) **from entry field to entry field.**

Tip: You can tab to all entry fields. Protected fields are for display only and cannot be reached via the TAB key or changed.

Tip: Once a field is completely filled, the system will automatically advance you to the next entry field without having to press TAB.

SHIFT/TAB **Move backward** (left and up the screen) **from entry field to entry field.**

Tip: To move back to a previous field, hold down the SHIFT key and press TAB to "back-tab."

1.6 Basic Functional Areas

A short description of the processing options available are described below. For a more detailed description, review the appropriate section of this guide.

1. TRAVEL PROCESSING

Cross Reference Travel Processing - Section 5
 SSN & FEIN Maintenance - Section 4
 Check History Processing - Section 10

The Travel Processing portion of the system is used to enter or view Travel Authorizations and Travel Reports, or to transfer to Employee processing or Check History processing.

2. EXPENSE VOUCHER PROCESSING

Cross Reference Expense Vouchers - Section 7

The Expense Voucher Processing portion of the system is used to enter or view Petty Cash Expense Vouchers.

3. MANUAL CHECK / DEPOSIT PROCESSING

Cross Reference Manual Checks & Deposits - Section 8
 Check History - Section 10

The Manual Check / Deposit Processing portion of the system is used to enter manual checks written against the Travel and Petty Cash imprest account, process Voids, Cancels, and Reissues against those checks, process deposits to the imprest accounts, and view check history or request reports from check history.

4. PAYROLL PAYABLE PROCESSING

Cross Reference Special Processing - Section 12

The Payroll Payables Processing portion of the system is used to enter deposits from the collection of payroll payables, and to produce reports of payroll obligations for Group Insurance.

Basic Functional Areas**5. REPORT PROCESSING**

Cross Reference Report Processing - Section 13

The Report Processing portion of the system is used to request the printing of reports. Most reports may be requested via global or specific selection criteria.

6. REFERENCE PROCESSING

Cross Reference Reference & Set Up Processing - Section 3

The Reference Processing portion of the system is used to establish and maintain the various files and data elements which control the validation and operation of the system.

7. CHECK PROCESSING

Cross Reference Check Writing - Section 9
Check History - Section 10

The Check Processing portion of the system is used to check the cash requirements for a check write, print checks, reload a check write, and to view check history data or to request reports from check history.

8. ISIS INTERFACE PROCESSING

Cross Reference Interface Processing - Section 11

The ISIS Interface Processing portion of the system is used to request the generation of ISIS PV and JV interface transactions for the reimbursement of the imprest account and the distribution of expenses.

9. CHECK REQUEST PROCESSING

Cross Reference Special Check Request - Section 6

The Special Check Processing portion of the system is used to request the generation of checks against the imprest account which are **not** related to travel or petty cash reimbursements.

Basic Functional Areas**10. SET DEFAULT PRINTER**

Cross Reference Reference & Set Up - Section 3

The system is designed to utilize up to three printer ports for printed output. You may set your session printer selection by utilizing the printer default option.

11. CHANGE LOGIN

Cross Reference Reference & Set Up Processing - Section 3

You may change your login id to acquire different permissions.

15. DATABASE SAVES

Cross Reference Database Backups - Section 2

The database save will write the data from each database to a sequential file which can be used to reload and reorganize the databases.

16. DATABASE LOADS

Cross Reference Database Backups - Section 2

The Database Load Process is utilized to reestablish your database files.

17. DATABASE UNLOAD FOR DBASE

Cross Reference None

The Database Unload for dBASE Process is used to "SELECT" & "Unload" a TMS database file to an ASCII file for processing by DBASE or some other generalized report generator.

1.7 Travel Management System Main Menu

```
MASTER      Office of Statewide Information Systems      Tuesday  00/00/0000
+-----+
|                                     Travel Management System                                     |
+-----+
| 1. Travel Processing                                                         |
| 2. Expense Voucher Processing                                                |
| 3. Manual Check/Deposit Processing                                           |
| 4. Payroll Payable Processing                                                |
| 5. Report Processing                                                         |
| 6. Reference Processing                                                       |
| 7. Check Processing                                                          |
| 8. ISIS Interface Processing                                                 |
| 9. Check Request Processing                                                  |
|                                                                              |
| 10. Set Default Printer                                                       |
| 11. Change Login                                                            |
|                                                                              |
| 15. Database Saves Last DATABASE SAVE Run 05/26/1998                       |
| 16. Database Loads                                                           |
| 17. Database Unload for DBASE                                                |
| Menu Selection ____ Login: MASTER                                           |
+-----+
F10=Return to DOS Enter=Send
```

Purpose The Travel Management System main menu provides options for navigating to each of the basic functional areas of the system. Once you make a selection and press ENTER, you will be taken to a lower level menu containing only processes related to that area.

Cross Reference None

<u>Field</u>	<u>Size</u>	<u>Description</u>
Menu Selection	2	Unprotected. Required. Enter the number associated with the functional area to which you wish to navigate.

*How To:***➔** *Navigate to the Desired Functional Area Submenu*

From the Travel Management System Main Menu

1. Enter desired *Menu Selection* number.
2. Enter *Login*, if you wish to change from original sign-on, and press *Enter*.

➔ *Exit TMS*

To exit the Travel Management System directly from this screen

1. Press *F10 - DOS* to exit TMS.